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CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
15 July 1974

Attendees

25X1A9a [REDACTED] Chairman 25X1A9a  
[REDACTED] C/CDAM/ORD  
[REDACTED] OT/ORD  
[REDACTED] , C/DPR/ORD 25X1A9a  
[REDACTED] C/TCR/ORD  
[REDACTED] , C/LSR/ORD  
[REDACTED] TCR/ORD  
[REDACTED] C/OT/ORD  
25X1A9a [REDACTED] , Executive Secretary  
[REDACTED] Recording Secretary

Absentee

25X1A9a [REDACTED] , AC/PAS/ORD

1. The meeting was called to order at 0935 hours by the Chairman.

2. There was one addition to the Agenda for 15 July 1974, under new business:

Foreign Service Economic/Commercial 25X1A9a  
Studies Course - [REDACTED]

3. The minutes for 3 June 1974 were approved and accepted by the Panel as written.

4. The monthly report from Chief, Support Staff/MS/ORD was distributed to the Panel. (See copy attached)

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25X1A9a 5. [REDACTED] replied to the instructions given to him by [REDACTED] at the last CSP meeting to obtain the DD/S&T definition of "A," "B," and "C" categories from [REDACTED] DD/S&T Personnel Officer. [REDACTED] told the Panel that he had been unable to obtain these definitions from DD/S&T because they have not been developed as yet. (For further discussion see Item 7) 25X1A9a 25X1A9a

25X1A9a 6. The CSP discussed with [REDACTED] who would be taking over the responsibilities of the Area Security Officer in ORD, recently vacated by [REDACTED]. [REDACTED] stated these responsibilities would be handled by [REDACTED] ORD Industrial Security Officer. He further stated that any 25X1A9a 25X1A9a

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6. (Continued)

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physical security problems that might come up in [REDACTED] absence will be handled by the Logistics Security Staff, namely, [REDACTED]. Any personnel security problems will be referred to [REDACTED], Chief, Security Management Staff, DD/S&T

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25X1A9a7. [REDACTED] made the following report to the Panel:

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POSITION MANAGEMENT & COMPENSATION REPORT PREPARED BY [REDACTED]  
ON ORD POSITIONS

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[REDACTED] stated that the Division Chiefs had seen [REDACTED] report, had replied to it, and responses have been prepared to rebut all of the downgradings of the GS-15's, and the reallocation of the Administrative Officer and the Budget and Fiscal Officer slots at the GS-13 level to a GS-12. [REDACTED] stated he would review with each Division Chief what he has written as a reclama to protect the GS-15 positions.

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ITEM 17, CSP MEETING, 3 JUNE 1974

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[REDACTED] stated that [REDACTED] had moved at the last meeting that the Chairman of the CSP prepare a memorandum to Office of Personnel for the D/ORD stating that ORD does not receive enough circulation of minority personnel folders. The Panel had concurred on the motion. [REDACTED] stated that, as a result of discussion with D/ORD, we are holding up action on the recommendation at the present time. It was felt it would be unwise to send a memorandum to Office of Personnel at this time since some minority applicant files have not been given a good review by the Division Chiefs. Some of the Division Chiefs challenged this statement stating the files they had reviewed did not meet their requirements.

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ITEM 24, CSP MEETING, 3 JUNE 1974

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Discussion on definitions for the "A," "B," and "C" categories continued. (See Item 5, above) [REDACTED] further stated that [REDACTED] had been assigned to the DD/S&T Administrative Support Staff and had been tasked with the review of the DCI's 16-point program, New Approaches to

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Personnel Management with all DD/S&T components. It is hoped when [REDACTED] completes this review, that a definition of the "A," "B," and "C" categories will be forthcoming, particularly the top, middle and bottom of "B" category, as it relates to DD/S&T personnel.

SPECIAL PANEL

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[REDACTED] Secretary Steno, OT/ORD was recommended for promotion approval to the D/ORD from GS-05 to GS-06 by the

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7. (Continued)

Special Panel, and the recommendation was approved by the D/ORD. The recommendation has been sent to the Office of Personnel.

8. The Panel continued discussion on the following:

a. Definitions of "A," "B," and "C" categories as they relate to the competitive evaluation ranking exercises.

b. Responsibility of the supervisor to inform the employee about poor performance and not just relate it to the CE ranking results.

c. Numerical versus letter category in advising the employee where he stands on the CE list.

d. Notification of employees in "C" category.

e. Should the supervisor notify his GS-14 employees where they stand as far as the competitive evaluation of GS-14's is concerned when they do not have the final definitions of the "A," "B," and "C" categories; or do they maintain a "hold" pattern until this problem is resolved.

25X1A9a f. CSP assessment of an employee on the CE list versus the assessment of the employee's supervisor.

9. [REDACTED] stated that in DD/S&T there is a number of disciplines and most of the DD/S&T people would not fall into the same category as R&D people. Therefore, he moved that the ORD/CSP write up their suggestions on the "A," "B," and "C" categories as recommendations from the Panel of criteria that should be included in the deliberations the Senior Career Board makes which might result in the final set of rules that will cover ORD personnel, as well as other DD/S&T personnel. The motion was lost for lack of a second.

25X1A9a 10. [REDACTED] stated he was reluctant to stand and wait until a concise definition comes out of the DD/S&T Career Board. He felt that ORD owed the employees an expression of what our judgment of their performance is; and, if we must inform them, letter categories should not be used, but they should be told where they stand numerically in rank order. [REDACTED] 25X1A9a felt this was the only way he knew to go ahead until we are told exactly what the letter categories mean. He told the Panel 25X1A9a he would like this to be a consensus of the CSP, rather than a judgment of one individual. If this seems to be a reasonable way of informing the employees, [REDACTED] felt ORD should use this way until explicit, concrete definitions are received.

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11. [REDACTED] moved that the Division Chiefs delay in informing the GS-14 employees where they stand on the competitive evaluation ranking list until the next CSP meeting in August; and if at that time we haven't received an answer from DD/S&T, the CSP can deliberate and decide on what to do at that time. [REDACTED] seconded the motion.

25X1A9a 12. [REDACTED] repeated the motion to read that the CSP will delay informing the GS-14 employees until a clear definition of the letter categories is handed down from DD/S&T. The consensus of the Panel was to wait.

25X1A9a 13. [REDACTED] Secretary Steno, GS-05, DPR/ORD gave the Panel a brief account of her experience with the Contracts Staff, MS/ORD as a temporary detailee. [REDACTED] stated that she enjoyed the experience and benefited from it as it enabled her to see the culmination of the work done in the divisions. It also gave her a better understanding of the need for, and use of the Blue Books in the contract cycle. 25X1A9a

25X1A9a 14. [REDACTED] felt that perhaps a slot should be created for a secretary who learns the contract procedures, and it would be a step away and apart from being a secretary.

25X1A9a 15. [REDACTED] felt that ORD should try to encourage and pay more attention to the secretarial and clerical personnel. The Special Panel tries to do this. In the case of [REDACTED] she responded to the volunteering, and I think she did a good job. 25X1A9a

25X1A9a 16. There was no report from the Committee to Review the ORD Charter, chaired by [REDACTED] reviewed the task assignment given to [REDACTED] at the 3 June 1974 meeting as described in Items 3, 4, and 5. He asked that the committee review whether there should be a modification of the Charter with the addition of two new members, voting accommodations for the two junior members--whether they are voting or non-voting, should there be a change in the mode of conducting ORD/CSP business, and motion versus consensus. [REDACTED] questioned [REDACTED] on CSP representation for Contracts Staff, Programs Staff and Support Staff since the Chief of Management Support slot has not been filled. [REDACTED] stated he had proposed that [REDACTED] rejoin the ORD/CSP as he will be representing employees in the PAS/ORD. As for the Management Support slot, the [REDACTED] report recommended that this position be decreased from a GS-16 to a GS-15, and ORD is concurring in that recommendation. A GS-14 or GS-15 is being sought, and the incumbent should be a member of the Panel. [REDACTED] stated that Programs Staff and Support Staff would report to the Chief, MS/ORD. 25X1A9a

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16. (Cont'd)

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asked that report back to the Panel at the next CSP meeting.

17. There were no ORD nominees for any of the Brookings Educational Programs for Government Executives 1974-1975.

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18. The Panel concurred on recommending approval on the training request from GS-14, DPR/ORD to attend Introduction to Goodyear Aerospace Corporation, from 29 July 1974 through 2 August 1974, with a cost of \$550.

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19. The Panel discussed with his reasons for attending the Foreign Service Economic/Commercial Studies which will run from 13 January 1975 to on or about 8 July 1975, costing \$4500 to ORD. stated that he wanted GS-12, of his Division to attend because she was highly qualified to do so. felt that she couldn't be away for that length of time. felt that with his new responsibilities as C/CDAM/ORD that it would be beneficial to him to obtain this kind of training. Many of the CSP members thought he should seek shorter courses of training, or similar training at a university. It was stated that this course is held in high regard and that had expressed a wish that ORD have representation at this course when it ran in the beginning of 1974. also suggested that someone in ORD attend this course. stated that if CDAM/ORD can be covered in absence, should be permitted to go, contingent upon D/ORD approval. The Panel concurred.

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20. The Panel took up the matter of Competitive Evaluation for GS-14's. reminded the Panel that it has been agreed to do this in two sessions: the first session to look at the rough work done by each CSP member and then benefit from discussion with one another where there is disparity in the evaluations prepared by the CSP members and benefit from the discussions of the cases. reminded the CSP members that, in the past, they have looked at the cumulative ranking results and then back to where they have ranked the employee to see if they were at great odds with the consensus. The second session would review the final competitive evaluation results.

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21. Discussion followed on Competitive Evaluation and its problems as follows:

a. Review of the competitive evaluation procedures.

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21. (Continued)

b. Methods used by CSP members to arrive at CE results.

c. Lack of opportunity for personal exposure to ORD professionals by Division Chiefs.

d. Mechanism that might help to know ORD professionals such as PRB meetings, project reports personnel files, etc.

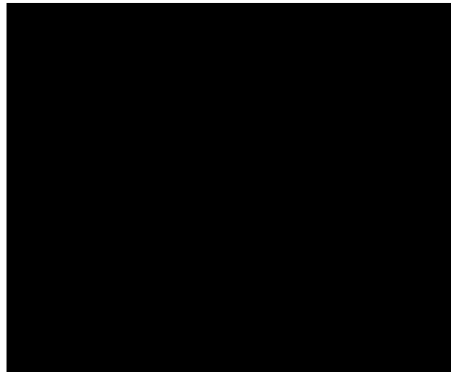
e. New mechanisms to adopt to know more about the ORD professionals.

f. Professionals on a technical or management track, or both.

g. Evaluation of Division Chief of his employees versus evaluation of CSP members.

22. Disparity in the evaluation of the following was discussed:

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23. [REDACTED] tasked the CSP members to review their Competitive Evaluation of the GS-14's, and submit the adjusted rankings to [REDACTED] for compilation. He stated the CSP would follow this method until a new system of competitive evaluation is introduced.

24. He requested the Recording Secretary to add the following item to the August agenda:

Recommendations from the CSP members on the Competitive Evaluation system.

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25. The Chairman of the ORD EEO Committee, [REDACTED] was reminded that a report from his committee will be heard at the August CSP Meeting. (Now scheduled for the September meeting)

26. The meeting adjourned at 1215 hours.

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5 Sep '74  
Date

[REDACTED]  
Executive Secretary  
Career Service Panel/ORD

Attachment:  
Report from C/SS/MS/ORD

APPROVED:

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[REDACTED]  
Chairman, Career Service Panel/ORD

5 Sept '74  
Date

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